Description of Record Categories

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Category Code	Record Category / Sub-category	Retention Period
A0560	**ACCIDENT/INJURY REPORTS**	**C+1**
	Accident Reports	
	Emergency Response Team - Incident Report	
A0570	**ACCRUALS, YEAR-END**	**C+1**
	Accruals, Year-End	
A0150	**ADMINISTRATIVE**	**C+2**
	Affirmative Action	
	COE - Cooperative Education Evaluations	
	Contingency Planning	
	Diversity	
	Employee Recreation Association (ERA)	
	Holiday Schedules	
	Lease Data, Expired	
	Overtime Sheets	
	Phone Orders	
	Postage Reports (PED)	
	Receiving Tickets	
	Security Audits	
	Shipping Requests	
	Summer Employment	
	Sundry Orders	
	Travel Records	
	Trip Reports (general)	
	Tuition Requests/Refunds	

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Category Code	Record Category / Sub-category	Retention Period
	Uniform Allowance	
	Union Activities (RBO)	
	Vacation Schedules	
	Vehicle Logs/Maintenance	
	Vendor Reports	
	Visitors & Tours	
	Work Orders	
A0350	**APPLICATIONS/RESUMES**	**C+1**
	Resumes/Interview Notes	
A0580	**ASSET DISPOSALS**	**ACT**
	Asset Disposals	
A0470	**ASSOCIATIONS & MEMBERSHIPS**	**C+1**
	Associations & Memberships (Corporate)	
A0630	**ATTENDANCE REPORTS**	**C+2**
	Absentee Reports	
	Timesheets	
A0502	**AUDIT REPORT**	**C+7**
	Asset Transfers (Warehouse)	
	Asset Transfers (Non-Warehouse)	
C0010	**CALENDARS/DIARIES/DAYTIMERS**	**C+1**
	Calendars/Daytimers/Diaries/Time:Text	
C0020	**CAMPAIGNS/PROGRAMS/SPECIAL EVENTS/AWARDS**	**C+2**
	Action Cost Team Correspondence	
	Awards, Honors, and Prizes	
	Campaigns (UWGR, Blood Drive, etc.)	
C0070	**CAPITAL FORECASTS/CAPITAL EXPENDITURES**	**C+3**
	Capital Budgets	
	Five Year Capital Forecasts	

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Category Code	Record Category / Sub-category	Retention Period
C1030	**CHEMICAL WASTE MANIFEST**	C+5
	Chemical Waste Manifests	
C1020	**CIGARETTE DISTRIBUTION (FACTORY SMOKES)**	C+5
	Cigarette Distribution (Factory Smokes)	
C0550	**CONFERENCES & SEMINARS**	C+3
	Meetings and Conference Notes, Informal	
	Seminars and Conferences	
	Staff Meetings	
C0650	**CONTRACTS & AGREEMENTS — OFFICIAL COPIES**	ACT+6
C0651	**CONTRACTS & AGREEMENTS — UNOFFICIAL COPIES**	ACT
	Confidentiality Agreements	
	Leases/Contracts	
	Non-Disclosure Agreements (Detailed)	
	Non-Disclosure Agreements (Routine)	
C0770	**CORRESPONDENCE**	C+2
	Correspondence, General	
E0530	**EPA WEEKLY INSPECTIONS**	C+1
	EPA Waste Storage Weekly Inspections	
E0540	**ENVIRONMENTAL DOCUMENTS**	ACT
	Permits/Permit Applications	
E0380	**EQUIPMENT/MACHINERY**	ACT
	Equipment (Non-Capital)	
F0470	**FACILITIES MANAGEMENT**	ACT
	Assets Inventory	
	Building Specifications	
	Contractors/Subcontractors	
	Contracts, Facility	
	Disaster Plans	
	Facility Asset Records by BLDG. (Furniture, Office Equip., etc.)	

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Category Code	Record Category / Sub-category	Retention Period
	Facility Drawings by BLDG.	
	Facility Inspections by BLDG.	
	Facility Permits by BLDG.	
	Facility Projects by BLDG.	
	Logger Program	
	Security	
F0480	**FIRST AID TEAM RECORDS**	**ACT**
	First Aid Team - General	
	First Aid Team Training Records	
F0230	**FIVE YEAR PLANS**	**C+3**
	Operating Plan	
	Strategic Five Year Plan	
G0150	**GOVERNMENT LAWS/REGULATIONS/AGENCIES**	**SUP**
	Copyright Records	
	Job Safe Procedures	
G0220	**GRIEVANCES**	**ACT**
	Grievances	
	Grievance Summaries	
I0440	**INSURANCE — RISK MANAGEMENT**	**ACT**
	Risk Assessment/Reports & Responses	
I0370	**INVOICES**	**C+1**
	Invoices	
J0010	**JOB DESCRIPTIONS**	**SUP**
	Job Descriptions	
J0060	**JOB ORDERS/650 APPROPRIATIONS**	**ACT**
	Job Orders/650 Appropriations	
L0460	**LABOR RELATIONS**	**SUP**
	Union Salary Records	
	Union Subcontracting Notifications	

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Category Code	Record Category / Sub-category	Retention Period
L0280	**LISTS/DIRECTORIES**	**SUP**
	Divisional Rosters	
M0050	**MANUALS**	**SUP**
	Computer Instructions, Manuals	
	EPA Guidelines	
	Manuals Generated by R&D	
M0140	**MARKETING FILES**	**C+3**
	Marketing & Sales	
M0340	**MINORITY AFFAIRS**	**C+3**
	Minority Expenditures	
M0390	**MONETARY APPROVALS**	**SUP**
	Monetary Approval Reports	
M0560	**MSDS DOCUMENTS**	**P**
	MSDS Documents	
N0110	**NEGOTIATION PROCEEDINGS**	**ACT**
	Negotiation Proceedings	
N0130	**NUCLEAR REGULATORY FILES**	**P**
	Labelled Leaf Inventory	
	Radiation Dosimetry Inventory	
	Radioactive Waste Records	
	Radiochemicals Inventory	
O0070	**ORGANIZATION CHARTS**	**SUP**
	Organizational Charts/Rosters	
O0080	**ORGANIZATIONAL ANNOUNCEMENTS**	**C+1**
	Organizational Announcements	
	Promotions (Announcements)	
	Retirements	

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Category Code	Record Category / Sub-category	Retention Period
O0220	**OSHA INFORMATION**	**SUP**
	OSHA Information	
P0810	**PATENT COORDINATOR**	**ACT**
	Invention Disclosures	
	Patent Review Meeting Notices/Minutes	
P0070	**PATENTS**	**C+3**
	Patent Applications	
P0790	**PED SMOKING BALLOTS**	**M+2**
	PED Smoking Ballots	
P0190	**PERSONNEL/EMPLOYEE FILES**	**ACT**
	Computer Account Request Forms	
	Leaves of Absences	
	Performance Appraisals	
	Resignations	
	Salaried Employee Files	
P0330	**POLICIES & PROCEDURES**	**SUP**
	Policies & Procedures	
P0622	**PROJECTS**	**ACT**
	Bid Packages	
	Brand Name Development	
	Calculations/Design Files	
	Cigarette Intelligence Reports	
	Cigarette Specifications	
	Consultant Activity Reports	
	Consultants Files	
	Continuing Fellowship Information	
	Contract Research	
	Contributions Reports (Grants/Sponsorships)	
	Correspondence, Technical	

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Category Code	Record Category / Sub-category	Retention Period
	Engineering Drawings	
	Equipment/Machinery Evaluations	
	Evening Seminar Committee	
	Feasibility Studies/Proposals	
	Five Year Operating Budgets	
	Flavor Inventories	
	Flavor Specifications	
	Ideas	
	Internal Reports	
	Laboratory Notebooks	
	Literature Searches	
	Manuscript Review Board	
	Meetings Organized by Philip Morris	
	Monthly Development Summaries	
	Monthly Reports (of groups, teams)	
	Monthly Reports (of individuals)	
	Operating Reports (Year-End)	
	Packaging Materials	
	Packaging Specifications	
	PED Qualitative Test Reports	
	PED Quantitative Test Reports	
	PED Smoker Applications	
	POL Memoranda	
	Product Promotions	
	Product Specifications	
	Program Objectives	
	Project Costs Tracking	
	Project/Program Listing	
	QA Analysis Reports	

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Category Code	Record Category / Sub-category	Retention Period
	Reports (Monthly, Quarterly, Annual, Special)	
	Scientific Research Review Committee (SRRC)	
	Semiworks Production Reports	
	Semiworks Run Sheets	
	Smoke Methodology	
	State of the Union Speeches	
	Team Meeting Minutes	
	Technical Seminar Committee	
	Trip Reports (if related to research projects)	
	UPC Codes	
	Visiting Scientists Program	
	Weekly Reports	
	White Papers/Position Papers	
P0621	**PROJECTS — ADMINISTRATIVE**	**ACT**
	Air Freight Bills	
	Balance & Analysis of Capital (Monthly)	
	Budgets, Operating	
	Capital Projects Performance Reports	
	Cigarette Transfers (not Factory Smokes)	
	Cost Information/Estimates	
	Expenditure Analysis (Monthly)	
	Idea Evaluation Team Records	
	International Cost Reports (Monthly)	
	Maintenance Project Summaries	
	Plant Engineering Project Summaries	
	POL Production Requests	
	POL Calendars	
	Production Schedules/Pilot Plants	
	Project Manpower Plans	

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Category Code	Record Category / Sub-category	Retention Period
	Specifications Steering Committee, Richmond Panel, Smoking Ballots	
	Suggestions	
	Synergy Meetings	
	Team Charters	
P0780	**PURCHASE ORDERS/REQUISITIONS**	**C+2**
	Purchase Orders	
	Purchase Orders (Non-Capital)	
R0070	**RECORDS RETENTION SCHEDULES**	**C+50**
	Document Classification Scheme	
	PM USA Records Program & Associated Forms	
	Warehouse/Storage - Central File	
S0810	**SAFETY ISSUES**	**C+5**
	Divisional Safety Inspection Reports	
	Emergency Response Team Equipment Inspections	
	Emergency Response Team - General	
	Environmental Health & Safety Annual Reports	
	Forklift Inspection/Maintenance	
	Laser Safety Committee	
	Safety Committee - Minutes	
	Safety Glasses Program	
S0360	**SOFTWARE**	**ACT**
	Licenses, Software	
S0450	**STANDARDS/SPECIFICATIONS**	**SUP**
	Engineering Standards	
S0631	**SUCCESSION PLANNING**	**C+1**
	Succession Plans	

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Category Code	Record Category / Sub-category	Retention Period
S0730	**SURVEYS & STUDIES**	**C+3**
	Continuous Improvement Team	
	Surveys, Attitude	
	Surveys, Benchmark	
	Task Forces	
T0380	**TRAINING & DEVELOPMENT**	**C+2**
	Safety Training Records	
	Training & Development	
V0120	**VOUCHERS**	**C+1**
	Cash Vouchers	

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